# Leave – Deferral Period

Prior to arranging travel, pre-approval must be sought from the PWSS. Requests should be sent to HR@pwss.gov.au and should set out the following:

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee contact details** |  |
| **Leave dates** |  |
| **Leave Type e.g. Personal leave, Annual Leave** |  |
| **Reason for leave request** |  |

Once the delegate has considered the request, employees will be notified of the outcome.

HR Advice liaise with MaPS Pay and Condition to have the leave entered into PEMS.

 **Phone** 1800 747 977

 **Email** support@pwss.gov.au

**www.pwss.gov.au**